

2010 CENSUS U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau, Regional Census Center, Atlanta, GA
Vacancy Announcement

POSITION TITLE: Recruiting Assistant **LOCATION:** Multiple Locations in Three-State Region

OPENING DATE: September 12, 2008 **CLOSING DATE:** Open Continuously

QUALIFICATIONS: THIS POSITION REQUIRES PASSING A WRITTEN TEST. Call toll-free 1-888-586-9439 to schedule an employment test in your area and get more information about the application process.

LOCATION OF VACANCIES: Alabama, Florida, and Georgia

SALARY: Good Pay. The rate is determined by the county where you live.

WHO MAY APPLY: All U.S. Citizens residing in Alabama, Florida, and Georgia.

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment not to exceed one year, with the possibility of up to a one-year extension.

DUTIES: Recruiting Assistant (RA): The Recruiting Assistant performs recruiting activities to ensure there is a sufficient pool of qualified applicants to be tested for temporary census employment.

- Meets with and distributes recruiting packets to state, local and tribal governments, local businesses, local public and state employment agencies, media outlets, community centers, religious groups and other appropriate sources to recruit for a variety of positions.
- Periodically reviews existing recruitment materials ensuring the applicants are provided with a thorough explanation of the responsibilities of the position.
- Distributes posters and flyers at job fairs and performs other similar recruiting activities to recruit local residents.
- Responsible for scheduling and/or testing job applicants, monitors the testing sessions, scores the test, reviews applicant forms and performs other tasks required
- Locates space for testing applicants, assuring that it meets specific criteria.
- Sets up testing room in an appropriate manner to allow for a testing and reception area.
- Note: limited travel may be required depending on the location.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CEREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR